

# CEA



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## CAREER EXECUTIVE ASSIGNMENT

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**DEPARTMENT:** FIRST 5 CALIFORNIA CHILDREN AND FAMILIES  
COMMISSION

**POSITION TITLE:** DEPUTY DIRECTOR,  
RESEARCH AND EVALUATION DIVISION

CEA LEVEL 2

**SALARY:** \$7558 - \$8333

**FINAL FILING DATE:** FEBRUARY 8, 2007  
Applications, resumes and Statements of Qualifications  
must be postmarked by the final filing date.  
(Faxed applications will not be accepted.)

### **POSITION DESCRIPTION**

The Deputy Director, Research and Evaluation Division, for the First 5 California Children and Families Commission (CCFC) will be responsible for the general oversight of the statewide evaluation, research projects, and evaluation of programs funded by the CCFC.

This position provides technical leadership and oversight as well as high-level policy advice to the Executive Director and the Chief Deputy Director related to the evaluation of both state and county programs.

This position must exercise judgment in making decisions in the advice to upper management and the Commission, as well as decisions effecting the operation of the research and evaluation organization. Failure to provide sound advice or management direction will seriously jeopardize the CCFC's ability to meet their strategic objectives and statutory requirements.

### **FILING REQUIREMENTS**

Applicants must first meet the following filing requirements:

#### **Either I**

Must be a civil service employee with permanent civil service status.

#### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### **MINIMUM QUALIFICATIONS**

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- a. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the manager's role in labor relations; the manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment which is free of discrimination and harassment.
- b. Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

The above knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

### **DESIRABLE QUALIFICATIONS**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Experience in the general oversight and evaluation of programs that impact young children.
- Experience collaborative processes with local government, private sector entities and university systems to ensure comprehensive data collection, evaluation and program development when there is no specific mandate or authority.
- Experience in outcome-based research and evaluation, including longitudinal studies, surveys, measurable objectives, statistical analysis and program development.
- Experience in giving presentations and making recommendations to boards or commissions, policy makers, special interest groups and/or the public.
- Experience in providing leadership and guidance to a multi-disciplinary professional and technical staff.
- Experience with multi-year, multi-million dollar contracts processes.

### **EXAMINATION INFORMATION**

The examination process will consist of an application, resume, and Statement of Qualifications evaluation conducted by a screening committee. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months.

**FILING INSTRUCTIONS**

Please submit the following:

- A standard State Application (Form 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to the "Experience" factors listed in the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as a documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed three pages in length with a font no smaller than 10 pitch.

All interested applicants should submit their Application, resume and Statement of Qualifications to:

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF HUMAN RESOURCES, TESTING UNIT  
ATTENTION: MICHELLE GOMEZ  
EXAMINATION: CEA 2, DEPUTY DIRECTOR, RESEARCH AND EVALUATION DIVISION  
MAILING ADDRESS: P.O. BOX 989052  
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7<sup>TH</sup> FLOOR  
WEST SACRAMENTO, CA 95605  
(916) 376-5400  
TDD 1-800-735-2929 ☎ Voice 1-800-735-2922

**PLEASE INDICATE ON YOUR APPLICATION THE COMPLETE EXAMINATION TITLE**

**APPLICATIONS MUST BE POSTMARKED BY THE FINAL FILING DATE.**

**Release Date: JANUARY 11, 2007**